TOOL 2A: EXPRESSION OF INTEREST FORM

**Purpose:**

Thank you for your interest in supporting economic development in [insert municipality / region]. This form is intended to help us select partners with the right mix of skills, interests, and experience to advance the community’s economic development objectives.

Please complete all sections of this form and submit it via email to [insert email address].

**Questions:**

1. Name

*Insert response here (e.g., forestry, telecommunications)*

*Insert response here*

1. Position (primary professional role and sector)
2. Location

*Insert response here (e.g. 10 employees)*

*Insert response here (e.g., home or business address)*

1. Business / Organization Size
2. What expertise, knowledge, or skills do you bring to municipal economic development?

*Insert response here (e.g., fundraising, business development, project management, communications)*

1. Briefly describe your role in any other industry associations, committees, or boards.

*Insert response here (e.g. Member of Agricultural Cooperative for 15 years)*

TOOL 2A: PARTNER EVALUATION FRAMEWORK

**Purpose:**

The framework below is intended to help evaluate expressions of interest submitted by potential economic development partners. The tool helps ensure a fair and consistent evaluation process while aligning responses with the key attributes of effective economic development partners.

Start by assigning a weight (maximum score) to each of the four evaluation criteria based on their relative importance to your initiative. Then, evaluate each response by assigning a score for each category, up to the maximum weight you defined. Finally, calculate the total score for each respondent to help guide your selection process.

|  |  |  |
| --- | --- | --- |
| **Evaluation Criteria** | **Weight** **(Max. Score)** | **Applicant Score** |
| **Business Relevance**Does the applicant represent a sector that is strategically important to the local economy or that helps bring critical sector insight or expertise to the table? |  |  |
| **Geographic Representativeness**Does the applicant understand the local business landscape and represent a key area within the region?  |  |  |
| **Specialized Skills & Knowledge**Does the applicant possess expertise, knowledge, or skills that will contribute directly to the advancement of economic development strategies or initiatives?  |  |  |
| **Embeddedness, Influence, & Trust**Is the applicant embedded in the community and professional networks? Do they hold positions in industry associations, Boards, or similar organizations that demonstrate their influence and trust within the community?  |  |  |
| **Total Score** |  |  |